

# **Robert C. Byrd Honors Scholarship**

## **Criteria and Procedures**

### **First Year Students**

All scholars must attend college full-time and be in good academic standing or the entire scholarship will be forfeited. No postponements, interruptions or waivers will be granted the first year of the scholarship.

Scholars must attend the institution of higher education designated on the **Agreement Form** unless the Utah State Office of Education advisor has been contacted and received a written notification prior to fund distribution.

### **Renewal Information**

The scholarship is renewable for four years of undergraduate study, provided the program continues to be funded and all requirements are met. Scholars must submit the following forms to renew their scholarship:

- Renewal Agreement Form
- Eligibility Form
- Copy of current UT Driver's License as proof of Utah residency
- List of itemized expenses for Byrd Scholarship funds

### **Waiver Information**

Waivers must be requested eight weeks in advance of the leave of absence.

Scholars must attend school full-time and be in good academic standing unless a waiver has been pre-approved based on the following reasons:

- Military- active duty papers from your military unit
- Religious or Charitable Organizations- copy of the official letter from the organization
- Foreign Study (not affiliated with an institution of higher education)- copy of letter from the organization
- Personal or Family Emergency- letter from physician

Scholars understand, if granted a waiver, they must return to the institution of higher education within twelve months in the semester immediately following the approved leave of absence. An approved waiver will be assigned a date by which the student must be re-enrolled as a full-time student. If the student fails to meet this requirement, the remainder of the scholarship is forfeited. Application for a waiver does not guarantee the waiver will be granted.

Scholars who have applied for and received a waiver will have their funds carried over until the set date on the waiver agreement. Only one waiver can be requested during the time the student receives the scholarship.

Scholars may request an Exceptional Circumstances Extension from Utah State Office of Education beyond the twelve-month waiver if their military or religious or charitable service is extended.

### **Funding**

Scholars are expected to use up to \$1,500 per year. The funds may change annually depending on federal grants. Military academies and foreign institutions of higher education do not qualify to receive these funds.

## Disbursement of Funds

The scholar must make adequate academic progress as defined by the institution of higher education attended. A check will be mailed to the institution of higher education designated on the ***Agreement Form***. Check disbursements will be mailed within the first month of each semester.

If scholars change schools at any time, they must notify the USOE in writing within **30 days of enrollment** to ensure disbursement of funds to the correct institution. Failure to comply will result in the forfeiture of the scholarship. The scholar is expected to use \$1,500 per year. It is the intent of the scholarship that the student attends four years as a full-time student and uses the funds during the appropriate year. The annual award is up to \$1,500. This award may change annually depending on continued federal funding.

## Qualified Institutions of Higher Education

Scholar must attend an accredited institution of higher education located in the United States, District of Columbia, Puerto Rico, Virgin Islands, Guam, Northern Mariana Islands, American Samoa, and Freely Associated States (Federated States of Micronesia, Republic of Marshall Islands, and Republic of Palau). Reminder, military academies do not qualify to receive these funds.

## Study Abroad

Scholars may study abroad if the following qualifications are met:

- Scholars must be enrolled at an accredited institution of higher education while studying abroad.
- Scholars must **receive credit** from their institution of higher education through the study abroad program.

## Contact Information

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